

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2147

**TITLE:** MICROPHOTOGRAPHER

**GRADE:** S-09

**DEFINITION:**

Under supervision to operate a variety of cameras, duplicators and film processors in the production and duplication of microfilm and prints for County agencies and the public; and to do related work as required.

**TYPICAL TASKS:**

Operates 35 mm planetary camera, 16 mm rotary camera, microfilm jacket loader, aperture card duplicator, vesicular film duplicator and other filming and processing equipment in the production and duplication of microfilm and prints of planning sketches, construction drawings, utility and zoning maps, assessment records, area base maps, correspondence files and other materials required by various County agencies and citizens;

Loads and unloads film units; aligns and centers documents;

Adjusts and balances light illumination;

Indexes film products and maintains records on film consumption, number of exposures, etc.;

Inspects finished film for quality;

Performs routine, cleaning, maintenance and adjustment on all equipment in accordance with instruction manuals to assure consistent high quality microfilm or prints;

Maintains files of film produced and stored within the division;

Prepares data for microfilming, arranging in chronological order, removing staples, paper clips, etc.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of photography techniques and skill in the operation of various types of filming and processing equipment.

Minimum typing skills desirable.

**EMPLOYMENT STANDARDS:**

Graduation from high school and one year of experience in the operation of microfilm cameras and auxiliary reproduction equipment.

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